



DEPARTMENT OF THE ARMY
DIRECTORATE OF PLANS TRAINING MOBILIZATION AND SECURITY
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE MARYLAND 20755-5090

REPLY TO
ATTENTION OF:

ANME-OP (600-25c)

26 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the Massing of the Colors Ceremony,
Sunday, 25 April 2004

1. References.

- a. FM 22-5, Dec 86, Drill and Ceremonies.
- b. FGGM Regulation 600-12, Jan 90, Ceremonies.

2. This headquarters will support a Massing of the Colors Ceremony on 25 April 2004, 1430 hours, at the Meade High School Auditorium, hosted by the General George G. Meade Chapter of the Military Order of the World Wars. The Grand Marshal and guest speaker will be COL John Ives. **Please note: IPR is 26 March 2004, 1400hrs, Van Fleet Conference Room.**

Massing of the Colors Ceremony Preparation Schedule

<u>Personnel</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
IPR	26 March 2004	1400 hours	Van Fleet Conf Room
DPW/DPTMS Walk-through	19 April 2004	1400 hours	Meade High School
Rehearsal for All	23 April 2004	1300 hours	Meade High School
Set-up Date	25 April 2004	1000 hours	Meade High School

3. Responsibilities.

a. **Director of Public Works (DPW).** Ensure a representative is available for walk-through with Colonel (Retired) McKnight on 19 April 2004 at 1400hrs to identify any shortcomings.

b. **Director of Plans, Training, Mobilization and Security (DPTMS).**

(1) Provide overall staff supervision of the ceremony and task accordingly for support instructions.

(2) Ensure that Meade High School auditorium is set up in accordance with Colonel (Retired) McKnight's instructions.

(3) Provide 50 state flags with stands and chairs to Headquarters Command Battalion Non-Commission Officer In Charge (NCOIC).

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(4) Provide garrison flag to FFGM Fire Department.

c. Director of Public Safety

(1) Provide NCOIC and two military police details to supervise VIP parking and control traffic at Meade Senior High School no later than 1200 hours on 25 April 2004.

(2) Ensure that "Ceremony Today" signs directing personnel to the ceremony are posted NLT 1000 to include Route 175/Rochenbach and route 32/Mapes if open.

(3) Fire Department: Coordinate w/DPTMS Training Center (7-6506) for pickup of garrison flag. Hang garrison flag behind stage in auditorium. Flag should not be installed until receiving instructions at the time of the rehearsal on Friday 23, April at 1300hrs.

d. Public Affairs Office (PAO).

(1) Prepare news release.

(2) Publicize the ceremony at least two weeks in advance.

(3) Coordinate with local television stations to publicize the event.

e. Director of Information Management/Training Aids Support Center (DOIM/TASC). Provide three wireless microphones with accessories and photographer.

f. Director of Community Activities (DCA). Advertise the ceremony on the electronic bulletin board in the PX area at least two weeks before the event.

g. Garrison Chaplain's Office. Request Chaplain (COL) D'Emma provide for the blessing of the colors.

h. Headquarters Command Battalion (HQ CMD BN).

(1) Provide an NCOIC for the detail to supervise the set-up, tear-down and policing of the area surrounding Meade High School and auditorium. The detail will come from DINFOS. NCOIC along with detail, should be at Meade Senior High School for the rehearsal on Friday, 23 April 04 at 1300hrs and for the Massing on Sunday at 1430hrs. NCOIC will coordinate with DPTMS Training Center to pick up flags and setup in auditorium on 23 April 04.

(2) Provide a Color Guard for the ceremony with two armed guards; one for the National colors and one for the Army colors.

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(3) Coordinate with DPTMS Training Center for the appropriate number of wooden or gold flag stands for the joint service flags.

j. **Kimbrough Ambulatory Care Center (KACC).** Provide medical support with ambulance for ceremony on 25 April 2004.

k. **Naval Security Group Activity (NSGA).** Provide a Navy Color Guard for the ceremony with two armed guards; one for the National colors and one for the Navy colors.

l. **Headquarters Company, Marine Support Battalion.** Provide a Marine Corps Color Guard for the ceremony with two armed guards; one for the National colors and one for the Marine Corps Colors.

m. **694th Intelligence Group.** Provide an Air Force Color Guard for the ceremony with two armed guards; one for the National colors and one for the Air Force colors.

n. **Defense Information School (DINFOS).**

(1) Provide a Joint Service Color Guard (Army, Marines, Navy, Air Force, Coast Guard and National colors) with two armed guards and a six-person detail.

(2) Provide a six-person detail to set up and tear down the auditorium and perform as ushers. The work detail will report for the rehearsal to a NCOIC from HQ CMD BN on Friday, 23 April 04 at 1300hr and for the Massing on Sunday at 1430 hours. NCOIC and detail uniform will be Class A's on 25 April 04 for the Massing.

(3) Detail must report to NCOIC and ensure that the auditorium is policed prior to the ceremony. Pick up and transport the 50 state flags with stands to the high school auditorium.

o. **704th Military Intelligence Brigade.** Provide an Army Color Guard for the ceremony with two armed guards; one for the National colors and one for the Army colors.

p. **389th Army Band (Aberdeen Proving Ground).**

(1) Provide the 389th Army Band for the ceremony and at least one representative for the rehearsal.

(2) Coordinate with Colonel (Retired) McKnight at (410) 969-2395 for the music to be played.

4. Uniform requirements.

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a. **Uniform for rehearsal will be duty uniform.**

b. **Uniform for ceremony personnel:**

(1) Army: Class "A" uniform, awards and decorations, no sunglasses or watches. Officers and enlisted soldiers will wear the beret. Females will wear slacks.

(2) Navy: Uniform will be Dress Blues with awards and decorations. Females will wear slacks and service shoes.

(3) Air Force: Year-round Service Dress, awards, decorations, low quarters and service cap.

(4) Marines: Service Dress Blues Bravo with awards and decorations.

c. **Ushers and Escort Officers (Army):** Class "A" uniform without gloves.

5. Request that each activity provide at a minimum a representative for the rehearsal. All personnel involved in the ceremony are encouraged to attend.

6. An In-Progress Review (IPR) will be held at DPTMS, Building 4551, Van Fleet Conference room, 26 March 2004, 1400 hours. Request each activity send at least one representative to this meeting.

7. Point of contact is MSG Cox, DPTMS, (301) 677-5229.

FOR THE COMMANDER:

/s/

ROGER S. ALMQUIST
Director, Plans, Training,
Mobilization and Security

DISTRIBUTION:

Commander, Headquarters Command Battalion, (5500)

Commanding Officer, Headquarters Company, Marine Support Battalion (5291)

Commanding Officer, Naval Security Group Activity (5290)

Commander, 694th Intelligence Group (5260)

Commander, U.S. Army MEDDAC (5800)

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DISTRIBUTION: (CONT)

Commander, U.S. Army 389th Band (5330)

Commandant, Defense Information School (5620)

Commander, 704th Military Intelligence Brigade (5930)

Chaplain (5065)

Director of Information Management (5365)

Director of Public Safety (5045)

Directorate of Community Activities (5070)

Chief, Public Affairs (5025)

Director of Public Works (5115)